

THIS INFORMATION IS ALSO BEING SENT TO THE FAMILIES.

## **ATTENTION PROVIDERS!!!!**

***Significant changes are being made to Wisconsin Shares child care subsidy program. Please read this notice so that you can become aware of the changes. These changes will become effective October 11, 2004.***

### **Changes to When Authorization Notices are Sent**

Currently authorization notices are sent daily. Whenever an authorization is entered into the computer system, the authorization notice is mailed the following day.

Effective October 11, 2004 authorization notices will be mailed weekly, on Monday. Each weekend, the computer system will recalculate authorizations where a change has occurred. That change could be in a provider's rates, a family's income/copay, or the addition/deletion/ending of an authorization.

### **Changes to How Authorization Notices Look**

The other side of this notice displays a sample of the new authorization notice. Several changes have been made to authorization notice including:

- The authorization period will no longer change each time a new rate is calculated. Authorization notices will display the "Agency Payment" and the "Rate Effective Date" along with the authorization period. There may be several different agency payments attached to one authorization period.
- There are four sections to the authorization notice: new authorizations, changed authorizations, authorizations ending, and invalid authorizations.
- Authorizations for all families will be listed together under the appropriate section. Currently, authorization notices are displayed by family and several families' notices are mailed in one envelope.
- Only authorizations ending – and no authorization is beginning the following day – will be listed in the authorizations ending section.

### **Changes in 10-Day Notice Policy**

It is no longer required that a 10-day notice be given under these circumstances:

- The authorization has been recalculated for a lower amount.
- The authorization is ending.
- The authorization is ending because the provider is no longer regulated.

### **Before and After School Provider Rates Used to Calculate Authorizations to Licensed Providers**

Licensed providers have recently submitted their prices to the county agency for the annual rate survey. Agencies are now entering provider weekly fulltime and before/after school prices into the computer system. The computer system will start using the provider's before/after school rate to calculate authorizations for school age children needing before/after school care. Authorizations will be updated case by case using the before/after school price – where appropriate. The authorizations will be updated the next time the worker touches the authorizations for the case.

### **School Closed Hours of Attendance**

School closed hours of attendance will not be paid to providers who only have before/after school rates. Providers must have a fulltime rate in order for school closed hours of attendance to be paid.

### **Why the Changes were Made**

For several years providers have commented that they receive too many notices and the authorizations change repeatedly. Providers have indicated that they have difficulty in tracking authorization period and amounts. Providers have also commented that they receive more payment than what they charge for before and after school care. The changes described in this notice attempt to address these concerns.